



**GENERAL SERVICES ADMINISTRATION**

**FEDERAL SUPPLY SERVICE**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.fss.gsa.gov>.

**Human Resources & EEO Services**

**FSC Group 738-X**

**Administrative Services Acquisition Division (2FYA)**

**Economic Systems Inc.**

**3120 Fairview Park Drive, Suite 500**

**Falls Church, VA 22042**

**703-738-0528**

**703-642-5595 Fax**

Contract Number: GS-02F-0092T

Contract Period: April 26, 2017 through April 25, 2022

Price List Current through Mod PO-0025, dated April 26, 2017

Business Size: Small

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://fss.gsa.gov>.

## Ordering Information

**1a. AUTHORIZED SPECIAL ITEM NUMBER (SIN):**

<u>SIN</u>	<u>DESCRIPTION</u>
595 21	Human Resource Services

**1b. Lowest Priced Model Number and Price for each SIN:** See Price List

**1c. SERVICES OFFERED:** See Price List

**2. MAXIMUM ORDER PER SIN:**

<u>SIN</u>	<u>MAXIMUM ORDER</u>
595 21	\$1,000,000 per SIN/Order

This maximum order threshold is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: (1) Offer a new lower price, (2) Offer the lowest price available under the contract, or (3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order threshold.

**3. MINIMUM ORDER LIMITATION:** \$100

**4. GEOGRAPHIC COVERAGE (DELIVERY AREA):** 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC and U.S. Territories

**5. POINT OF PRODUCTION:** United States

**6. BASIC DISCOUNT:** Prices listed are net, discounts have been deducted and the industrial funding fee has been added

**7. QUANTITY DISCOUNT:** 3% on orders of \$100,000 to \$250,000 or 5% on orders of \$250,000 or more

**8. PROMPT PAYMENT TERMS:** Net 30

**9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.**

**9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.**

**10. FOREIGN ITEMS:** None

- 11a. **TIME OF DELIVERY:** Will adhere to delivery schedule as specified by the purchase order.
- 11b. **EXPEDITED DELIVERY:** Contact Contractor
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor
- 11d. **URGENT REQUIREMENTS:** Contact Contractor
- 12. **F.O.B. POINT:** FOB Destination
- 13a. **ORDERING ADDRESS:** Economic Systems, Inc.  
3120 Fairview Park Drive, STE 500  
Falls Church, VA 22042
- 13b. **ORDERING PROCEDURES:** *For supplies and service the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA may be found at the GSA/FSS Schedule homepage ([gss.gsa.gov/schedule](http://gss.gsa.gov/schedule)).*
- 14. **PAYMENT ADDRESS:** Same as Ordering Address
- 15. **WARRANTY PROVISION:** The contractor warrants and implies that items delivered hereunder are merchantable and fit for the particular purpose of this contract Standard Commercial Warranty
- 16. **EXPORT PACKING CHARGES:** Not Applicable
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Will be accepted above the micro-purchase threshold
- 18. **TERMS AND CONDITIONS OF RENTAL:** Not Applicable
- 19. **TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS:** Not Applicable
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** Not Applicable
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** Not Applicable
- 22. **LIST OF PARTICIPATING DEALERS:** Not Applicable
- 23. **PREVENTIVE MAINTENANCE:** Not Applicable

- 24a. SPECIAL ATTRIBUTES:** Not Applicable
- 24b. SECTION 508 COMPLIANCE INFORMATION:** Not Applicable
- 25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 038798468
- 26. CONTRACTOR HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE.**

## Labor Category Rates

SIN 595-21 HUMAN RESOURCES GENERAL SUPPORT SERVICES  
(PLANNING, RECRUITMENT AND INTERNAL PLACEMENT, POSITION  
CLASSIFICATION, PERSONNEL ACTIONS, AND EMPLOYEE RELATIONS)

GSA Labor Category	GSA Rate/Per Hour, including IFF
Project Director	\$181.41
Senior Project Manager	\$159.35
Senior Analyst	\$134.70
Project Manager	\$117.68
Analyst	\$109.09
Organizational Development Specialist	\$83.35
Business Process Re-engineering Specialist	\$94.38
Subject Matter Expert	\$147.10
Senior Human Resource Specialist	\$107.87
Human Resources Specialist	\$69.87
Human Resources Assistant	\$52.89
Administrative Support	\$44.13
Development Team Leader	\$110.02
Senior Client/ Server Developer	\$97.07
Senior Systems Programmer/ Developer	\$90.61
Systems Programmer/ Developer	\$77.66
Analyst/Programmer	\$71.17

# Labor Category Descriptions

## SIN 595-21 HUMAN RESOURCES GENERAL SUPPORT SERVICES (PLANNING, RECRUITMENT AND INTERNAL PLACEMENT, POSITION CLASSIFICATION, PERSONNEL ACTIONS, AND EMPLOYEE RELATIONS)

Position	Duties/Qualifications	Education
Project Director	<p>At least 6 years of professional experience planning, conducting, and participating in short-term studies, the design, review, and evaluation of management and administrative systems, and the provisions of management support.</p> <p>At least some of the experience must include scheduling work to meet completion dates, estimating manpower needs, reviewing project progress, and making changes in methodology where necessary.</p> <p>Capabilities of supplying technical advice and counsel to other professionals and generally operates with wide latitude for un-reviewed action.</p>	At least a master's degree or equivalent experience.
Senior Project Manager	<p>At least 4 years of professional experience participating in short-term studies, the design, review, and evaluation of management and administrative systems, and the provision of management support.</p> <p>Receive assignments associated with projects from the senior professional/project director, translating technical guidance received into usable data applicable to the particular assignment.</p>	At least a bachelor's degree or equivalent experience.
Project Manager	<p>At least 3 years experience in supervising or directly managing and coordinating projects through all phases.</p> <p>Responsible for conducting the project in a timely manner, ensuring the quality of work products, maintaining financial soundness of the project, managing interactions, and reporting progress and issues.</p>	At least a bachelor's degree or equivalent experience.
Analyst	<p>At least 2 years of professional experience participating in short-term studies, the design, review, and evaluation of management and administrative systems, and the provision of management support.</p> <p>Able to gather and correlate basic data, as well as, perform routine analyses. Work on less complicated assignments where little evaluation is required</p>	At least a bachelor's degree or equivalent experience.
Senior Analyst	<p>At least 3 years professional experience. Provides business and analytical expertise in support of the project. Has an understanding of the client's objectives and has extensive knowledge of typical core processes.</p> <p>Prepare the overall designs and detailed specifications for system components. Offer knowledge, experience, and insight in a particular area, such as facilitation.</p>	At least a bachelor's degree or equivalent experience.
Organizational Development Specialist	At least 3 years professional experience. Provides services in instruction, design, development, deployment, and facilitation of a variety of organizational development (OD) programs and services within the following disciplines or functions: management development; leadership development-coaching; mentoring; performance management; talent	At least a bachelor's degree or equivalent experience; Master's degree preferred.

Position	Duties/Qualifications	Education
	<p>management-succession planning; executive onboarding; technical training or computer based learning.</p> <p>Functions as an expert facilitator and/or subject matter expert/mentor within their OD discipline or function. Partners with other OD members to implement programs and services for business and resource unit employees and leaders; up to and including directors and vice presidents.</p>	
Business Process Re-engineering Specialist	<p>At least 3 years professional experience, applies process improvement and reengineering methodologies and principles to conduct process modernization projects.</p> <p>Specialized experience in facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.</p>	At least a bachelor's degree or equivalent experience.
Subject Matter Expert	<p>Provides high-level expertise and consultation on specialized strategic HR and general management issues. Leads and/or works on highly complex, difficult and sensitive projects; conceptualizes project goals and management plans; produces or reviews substantive and complex documents reflecting detailed knowledge of topic area.</p> <p>Relevant experience includes, but is not limited to, experience in supporting and/or leading large projects related to the individual's subject matter expertise. These senior personnel are renowned experts in their area of expertise.</p>	At least a bachelor's degree or equivalent experience; preferably a Master's degree and a Professional in Human Resources (PHR) or a Senior Professional in Human Resources (SPHR) certification.
Senior Human Resource Specialist	<p>At least 5 years of professional experience. Possesses a comprehensive range of knowledge and experience in the oversight of human resources support functions, including in-depth knowledge of human resource organization management.</p> <p>Leads or manages highly complex, difficult, or sensitive consulting projects; provides expert advice, assistance, and mentoring to clients and staff on specialized management topics; reviews and approves deliverables; ensures overall customer satisfaction; nurtures long-term client relationship; and identifies and plans for future projects.</p>	At least a bachelor's degree or equivalent experience; preferably a Master's degree and PHR or SPHR certification.
Human Resources Specialist	<p>At least 3 years professional experience. Provides management support, advice, counseling, and program development for human resources activities, and possesses significant knowledge and experience in one or more areas of human resources support functions.</p> <p>Works on, leads, or manages moderately to highly complex, difficult, or sensitive consulting projects; provides expert advice, assistance, and mentoring to clients and staff; directs/coordinates staff involved with project; coordinates project activities; reviews and approves deliverables; ensures project meets contract requirements; communicates with client on project status and results; and identifies and resolves project issues. Nurtures long-term client relationship.</p>	May require an associate's degree in a related area with at least 2 years of experience in the field.

Position	Duties/Qualifications	Education
Human Resources Assistant	At least 2 years of professional experience. Provides support for human resource programs. Provides project support services to more senior staff, including research, analysis, facilitation assistance, and document preparation.	May require an associate's degree in a related area with at least 2 years of experience in the field.
Administrative Support	Performs administrative services, which may include office, clerical, and support services, printing, mail distribution and messenger services, telecommunications, maintenance, purchasing, security, and cafeteria services. Typically reports to a senior manager.	May require an associate's degree in a related area with at least 2 years of experience in the field.
Application Development Team Leader	Provide technical direction to personnel performing systems and analyses and system development tasks. Coordinate and perform logical and physical systems designs. Review and prepare system documents or specifications. Prepare reports, studies and documentation, deliver presentations, and participate in meetings.	At least a bachelor's degree or equivalent experience
Senior Client/Server Developer	Create fully tested and operational software components. Responsible for ensuring that each part of the system is constructed to specifications and that quality is built throughout. Assemble software components into a working system.	At least a bachelor's degree or equivalent experience
Senior Systems Programmer/Developer	Analyze programs and outlines for such factors as type and extent of information to be transferred from storage units, sorting, and format of final results. Confer with technical and analytical personnel, and design detailed programs, flow charts, and diagrams. Translate design into coded instructions, verify accuracy and validity of programs by preparing sample data and testing, correct program errors and modify the program as required by revising instructions. Review and/or prepare system documents and specifications.	At least a bachelor's degree or equivalent experience
Systems Programmer/Developer	Analyze requirements and design specifications. Develop block diagrams, logic flow charts, and coding structures. Translate detailed design into computer program coded instructions. Test, debug, and refine the computer program to produce the product required by the written specifications. Document procedures used throughout the program to allow the program to be run as a part of a system, and make changes as may be required.	At least a bachelor's degree or equivalent experience
Analyst/Programmer	Design, code, and test software. Perform software troubleshooting and correct errors in software and operating procedures. Conduct system analysis and programming tasks. Test data, and test and debug programs, prepare documentation of programs and user procedures and assist in installing and operating system.	At least a bachelor's degree or equivalent experience



## Prices: Training

### SIN 595-21 HUMAN RESOURCES GENERAL SUPPORT SERVICES

Pricing are inclusive of all materials (workbooks, manuals, etc.). In cases where students who have paid do not participate, excess materials become the property of the ordering agency.

#### Off-the-Shelf Training

Course Title	# of Days	Min. # of Participants	Max # of Participants	GSA Rate/ per Course including IFF
<b>Basic Skills Training</b>				
Communication	1	No Min	25	\$900
Customer Service	1	No Min	25	\$900
Diversity	1	No Min	25	\$900
Effective Presentations	2	No Min	25	\$1,800
Managing Change	1	No Min	25	\$1,200
Managing Conflict	1	No Min	25	\$1,200
Sexual Harassment/EEO	1	No Min	25	\$1,200
Stress Management	1	No Min	25	\$900
Strategies for Self-Development	1	No Min	25	\$1,200
Team Building	1	No Min	25	\$1,200
Time Management	1	No Min	25	\$900
Workplace Safety	1	No Min	25	\$900
Workplace Violence	1	No Min	25	\$900
<b>First Line Supervisor Training</b>				
Organizational Skills (Planning, Structure, Processes, Execution)	1	No Min	25	\$1,200
Communication Skills (Verbal, Written, Listening, Presenting)	1	No Min	25	\$1,200
Interpersonal Skills (Building Relationships, Organizational Savvy, Networking)	1	No Min	25	\$1,200
Diversity, Managing Conflict/Conflict Resolution	1	No Min	25	\$1,200
Managing Others (Providing Direction, Providing Feedback, Coaching and Mentoring)	2	No Min	25	\$2,400
Motivating and Influencing Others, Managing Change, Evaluating and Rewarding Performance)	2	No Min	25	\$2,400
Self-Management Skills (Ethics, Integrity, Accountability, Developing Self)	1	No Min	25	\$1,200
Critical Thinking Skills (Analysis and Problem Solving)	2	No Min	25	\$2,400
<b>Seminars and Workshops</b>				
Federal Employees Retirement Coverage Correction Act (FERCCA) Training (Basic)	1	3	25	\$650; Min \$1,950
Federal Employees Retirement Coverage Correction Act (FERCCA) Training (Advanced)	2	3	25	\$975; Min \$2,925
Federal Retirement and Benefits Training (Basic)	3	3	25	\$1,300; Min \$3,900
Federal Retirement and Benefits Training (Advanced)	2	3	25	\$975; Min \$2,925
<b>Seminars and Workshops</b>				<b>Per attendee</b>
Retirement Readiness for Employees Nearing Retirement	1	No Min	No Max	\$125
Getting Fiscally Fit.....Financial Literacy	1	No Min	No Max	\$125
Employee "Tune Up" for Mid-Career Employees	1	No Min	No Max	\$125
Orientation for Newly Hired and Returning Employees	1	No Min	No Max	\$125

## Training Course Descriptions

### Basic Skills Training

**Communication:** Participants will learn to communicate more effectively by understanding the process of delivering a message and checking for understanding of the message by focusing on verbal and nonverbal communications and identifying barriers related to their personal skill development.

**Customer Service:** This is an interactive workshop designed to provide participants with the skills necessary to provide the high-quality customer service critical to the success of every organization. Delivery will focus on organizational expectations and personal skill development.

**Diversity:** This workshop challenges participants to change their perceptions of diversity and to view diversity as an organizational strength as opposed to an obstacle. Throughout the course of this workshop, participants will examine the definition and dimensions of diversity, analyze traditional approaches to managing diversity in the workplace, examine perceptions and beliefs and how they are formed, develop an understanding of how diversity can be used as a tool in the workplace, and create an action plan to set forth their commitment to valuing diversity.

**Effective Presentations:** The workshop will allow participants to learn strategies for developing and organizing a presentation through effective verbal and visual tools and techniques. Participants will be videotaped to assess skill development.

**Managing Change:** Gain the knowledge and skills needed to shape the future of your organization. Explore various tools for understanding and facilitating change and strategies for recognizing the barriers and challenges change presents.

**Managing Conflict:** Participants will discover constructive approaches to positive resolution and will develop the tools for quickly analyzing and responding to difficult situations to create practical, positive outcomes.

**Sexual Harassment/EEO:** Workshop designed to provide participants with an understanding of the laws, regulations, and policies addressing EEO and sexual harassment. Participants will also be instructed regarding their roles and responsibilities in creating and maintaining a harassment and discrimination free workplace. They will also develop an understanding of the appropriate steps to take in the event they believe they have been the victim of harassment or discrimination.

**Stress Management:** This workshop provides participants with an opportunity to examine the stress in their professional and personal lives and through a series of interactive activities develop and implement a personal stress management action plan. Throughout the course of this workshop participants will examine the impact of stress on their overall well-being, its subjective nature, identify their personal stressors, examine multiple strategies for eliminating and alleviating stress, and create a personal stress management action plan.

**Strategies for Self-Development:** Participants will learn to take personal responsibility for one's own learning and development through a process of assessment, reflection, and taking action. Throughout this workshop, participants will examine their individual development goals and work to create an Individual Development Plan of Action.

**Team Building:** Participants will learn practical methods for establishing and maintaining teams that maximize the collective strengths of their team members. Focus is on establishing direction and goals, setting clear roles and ground rules, establishing formal and informal accountability, and reinforcing positive team behaviors.

**Time Management:** This workshop provides participants with an opportunity to examine their habits and decisions around the use of time and develop and implement a personal time management action plan through a series of interactive activities. Throughout the course of this workshop participants will examine the impact of poor time

management, examine their personal decisions with regard to the use of time, identify their personal “time traps,” develop planning and scheduling skills, and create a personal time management action plan.

**Workplace Safety:** Participants will learn workplace safety rules, workers’ compensation policies and regulations, and their duties and responsibilities in ensuring a safe workplace. General topics will include why workplace safety is essential and will provide statistics on accidents and on-the-job deaths; description of the most common types of workplace injuries and how these injuries might have been prevented, and will provide an overview of OWCP regulations.

**Workplace Violence:** Participants will learn to recognize warning signs for workplace violence and will develop strategies to respond to actual or potentially violent workplace situations.

### **First Line Supervisor Training**

**Organizational Skills** (Planning, Structure, Processes, Execution): Learn to meet organizational goals and customer expectations.

**Communication Skills:** (Verbal, Written, Listening, Presenting): Learn to overcome barriers to effective office communications. Participants will develop strategies to increase their ability to be understood by identifying their individual communication style and that of others. They will also practice methods of interpreting verbal and nonverbal feedback and the use of appropriate repetition to clarify communications.

**Interpersonal Skills** (Building Relationships, Organizational Savvy, Networking): Learn to build coalitions internally and externally, using networks and building alliances; collaborating across boundaries to build strategic relationships and achieve common goals.

**Diversity, Managing Conflict/Conflict Resolution:** Learn about the real issues regarding workforce diversity, including how behaviors impact people differently as a result of gender and cultural or ethnic background and the benefits gained by managing workplace diversity. Participants will discover constructive approaches to positive resolution and will develop the tools for quickly analyzing and responding to difficult situations to create practical, positive outcomes.

**Managing Others** (Providing Direction, Providing Feedback, Coaching and Mentoring): Learning to get work done through others by developing the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

**Motivating and Influencing Others** (Managing Change, Evaluating and Rewarding Performance): Learn strategies for persuading and building consensus through give and take; gaining cooperation from others to obtain information and accomplish goals.

**Self-Management Skills** (Ethics, Integrity, Accountability, Developing Self): Taking personal responsibility for one’s own learning and development through a process of assessment, reflection and taking action.

**Critical Thinking Skills** (Analysis and Problem Solving): Identifying problems and determining solutions using an analytical method and easy-to-use tools. Business problems are broken down in a logical manner in order to develop simple and elegant solutions.

### **Seminars and Workshops**

**Retirement Readiness for Employees Nearing Retirement:** Being fully prepared for retirement takes wise planning, proactive measures, and concise information. This course imparts a working knowledge which empowers an employee to take control of their retirement preparation. It is a comprehensive workshop that not only involves classroom instruction but also gives each employee software tools to develop their own annuity estimates, Social

Security benefit estimates, TSP projections, annuity adjustments, budgets, financial pictures, and planning strategies. Separate courses are available for employees covered by the FERS and CSRS retirement programs.

**Getting Fiscally Fit ... Financial Literacy:** Designed to support OPM's Federal Financial Literacy initiative, this course presents the basics of personal financial planning to participants. Participants not only receive the classroom instruction but also are given access to web-based financial planning software. With this tool they can develop budgets, financial forecasts, and financial planning strategies. Participants also will have access to ongoing education after the fact by having access to a library of publications, investor alerts, and financial tools provided by the National Association of Securities Dealers. This ensures that all the information your employees receive is unbiased, current and relevant.

**Employee "Tune Up" for Mid-Career Employees:** Reaching the midway point of one's Federal career can motivate employees to re-evaluate their benefits elections, retirement savings contribution levels, and other decisions. Life may have drastically changed for them since they entered the Federal Civil Service. This is a critical time to understand how the choices they have made and will be making regarding their Federal retirement and other employee benefits affect their retirement planning. This course will awaken employees to adjustments they might need to make to ensure that they are the right path.

**Orientation for Newly Hired and Returning Employees:** Entering or re-entering Federal service is a critical time for Federal employees. This workshop assists them in understanding and controlling their benefits and retirement program. Separate courses are available for employees covered by the FERS and CSRS retirement programs.

**Federal Employees Retirement Coverage Correction Act (FERCCA) 1-Day Training:** EconSys offers a one-day training session for HR specialists focusing on the FERCCA statute and regulations as well as operation of the FERCCA calculator. (Our FRB Web©-Integrated Solution product includes the FERCCA Calculation Module.)

**Federal Employees Retirement Coverage Correction Act (FERCCA) 2-Day Training:** The two-day session is a more extensive training program for HR staff that requires basic strengthening of their skills in federal retirement programs before adding the FERCCA information needed to process FERCCA decision packages. For agency officials who express a preference to "set the agenda," we may be able to customize the FERCCA training session to meet your specific needs.

**Federal Retirement and Benefits Training (Basic) 3-Day Training:** EconSys offers a three-day training session for HR specialists who are newly assigned to deliver operational administrative services for Federal retirement and benefits programs. The course includes the complexities involved in determining potentially creditable civilian service for retirement eligibility; annuity calculations and retirement coverage determinations; Social Security entitlements; Thrift Savings Plan; FEGLI and FEHB.

**Federal Retirement and Benefits Training (Advanced) 2-Day Training:** EconSys offers a two-day training session for HR specialists who have already attended the EconSys *Federal Retirement and Benefits Training (Basic)* training. This course focuses on the more comprehensive issues such as the impact of Federal retirement on OWCP cases and Special Retirement (Law Enforcement Offices/ Fire Fighters/Air Traffic Controllers).

# Prices: Federal Human Resource (FHR) Products

## SIN 595-21 HUMAN RESOURCES GENERAL SUPPORT SERVICES

Item Number and Product Description	GSA Discounted Price (includes IFF)	Minimum Price*
<b>Classification, Recruiting, and Staffing Module</b>		
1a Position Management/Classification (PD+)	\$2.00 per employee	\$1,250
1b PD+ Help Desk Support	\$2.00 per employee	\$1,250
1c Federal Hiring Management (FHM) (Includes 1d, 1e, and 3c)	\$6.25 per employee	\$5,750
1d Recruitment Request Processor (Includes item 3c)	\$2.00 per employee	\$1,250
1f FHM Help Desk Support	\$2.00 per employee	\$1,000
1g On-boarding & Orientation Management (Includes items 2b & 3c)	\$3.25 per employee	\$1,500
<b>Retirement and Benefits Module</b>		
2a Civilian Retirement Calculator -unlimited HR user accounts to: Federal Retirement Calculator for HR Retirement & Separation forms eRetirement On Line Tutorial for HR Specialists	\$2.25 per employee	\$2,250
2b Employee Benefits Center (EBC) (Item 4a recommended) Benefits Statement Retirement Planner Employee Benefits forms eRetirement	\$1.25 per employee	\$1,250
2c Retirement and Benefits Help Desk Support	\$1.00 per employee	\$1,000
2d Financial Literacy and Retirement eSeminar	\$0.25 per employee	\$250
2e Military Retirement Calculator	\$0.50 per employee	\$500
<b>Productivity Tools</b>		
3c Case Tracking and Reports	\$1.50 per employee	\$750
<b>Data Connectivity (Import/Export) Service</b>		
4a Data Import Service (Recommended with EBC – Item 2b) **	\$1.04 per employee	\$1,250
4b Connection to Agency Personnel/Payroll System **	\$0.50 per employee	\$500
4c PD+ Data Import Service (Recommended with PD+ – Item 1b) **	\$1.25 per employee	\$1,250
4d PD+ Connection to Agency Personnel/Payroll System **	\$0.50 per employee	\$500
<b>Other Tools</b>		
5a EEO & Workforce Reporting	\$0.50 per employee	\$5,000
5b On-line Employee Survey	\$1.30 per employee	\$5,000
5c Federal Employee Retirement Calculator (FRB-E)	\$1.00 per employee	\$1,000

\* Minimum pricing is also the per user license pricing

\*\* Additional charges for non-recurring costs associated with these services may be applied.

## Federal Human Resource (FHR) Product Descriptions

### SIN 595-21 HUMAN RESOURCES GENERAL SUPPORT SERVICES

Item Number and Product Description	
<b>The Federal Human Resources (FHR) Navigator (Items 1 – 4)</b>	
<p>The Federal Human Resources (FHR) Navigator is the enterprise HR system offered by EconSys.</p> <p>FHR Navigator is a suite of web-based tools that automate the full range of Federal human resources functions.</p> <p>FHR Navigator combines the latest computer technology with knowledge and expertise in Federal HR management to meet the requirements of the Human Resources Line of Business Shared Service Center.</p> <p>Supported by a central database, FHR Navigator provides simultaneous access to agency managers, employees, and HR staff for actions that include recruitment requests, position management, retirement calculation and processing, benefits and personnel action processing, and the review and staging of documents for filing in the eOPF.</p> <p>FHR Navigator uses information provided in any of these functions as input to the other areas. Data entered in one area is used in all other areas, cutting down on data entry, increasing data consistency, and saving time and resources.</p> <p>Through FHR Navigator, Federal agencies can truly implement a paperless HR office.</p>	
<b>1</b>	<b>Classification, Recruiting, and Staffing Module</b>
<b>1a</b>	<b>Position Management/Classification (PD+)</b> <p>PD+ provides agencies with an automated tool to manage and document actions associated with their positions, streamline the position classification and job analysis processes, and assist with organizational planning efforts. It allows managers to create position documents in several ways: from scratch, from existing text files or from the PD+ libraries. The PD+ module provides the HR office with a way to authenticate and store position documents electronically. PD+ position documents include the Job Analysis to determine appropriate KSAs, as well as the Applicant Questionnaire, Vacancy Announcement Duty Statement, and Interview Questions derived from the Job Analysis.</p>
<b>1b</b>	<b>PD+ Help Desk Support</b> <p>Available Monday through Friday from 9:00 AM to 6:00 PM Eastern time, except for Federal holidays. EconSys provides customer support by both phone and email to assist users with implementing and using the features and functionalities of the PD+ module. Additional support to cover issues relating to Federal position classification policy may be negotiated for an additional charge.</p>
<b>1c</b>	<b>Federal Hiring Management (FHM)</b> <p>Provides agencies with an automated tool to quickly process, manage, and document all steps associated with their hiring actions. FHM is a robust, flexible hiring module that integrates with the position classification and job analysis processes within the PD+ module, the case tracking and approval processes in the SF-52 Personnel Action Request module, and the new hire processes in the On-Boarding module. FHM supports merit promotion, delegated examining, category rating, and other special hiring programs. Furthermore, it integrates with USAJOBS to post the job announcement, import applicant resume data/attachments, and export applicant status data from/to the Office of Personnel Management (OPM) site.</p>
<b>1d</b>	<b>Recruitment Request Processor</b> <p>Designed for Federal hiring managers, HR specialists, and others involved with initial recruitment actions, the Recruitment Request Processor quickly creates a request for recruitment (SF 52) and electronically sends it to the HR and/or Budget Office for approval by using the Case Tracking tool. HR specialists can then complete the SF 52 and create a new employee record when the position is filled. This SF 52 can be linked to the position documents in the PD + module so that all documents needed for the recruitment process can be</p>

submitted at once.

**1f FHM Help Desk Support**

Available Monday through Friday from 9:00 AM to 6:00 PM Eastern time, except for Federal holidays. EconSys provides customer support by both phone and email to assist users with implementing and using the features and functionalities of the FHM module. Additional support to cover issues relating to Federal hiring policy may be negotiated for an additional charge.

**1g On-boarding & Orientation Management**

This tool manages the on-boarding process, entrance-on-duty activities, and automatically informs the appropriate departments such as IT and logistics for access to a computer, work space, and employment badge. An unlimited number of HR department users can serve employees using the system that includes access to the following:

- Batch Processor:** Allows the HR office to on-board employees en masse instead of one-at-a time.
- Forms Manager for On-boarding:** Automates the management and filling out of electronic forms.
- New Hire Orientation:** Interactive online presentation that assimilates new hires into their organizations through a comprehensive set of lessons that assist them in making decisions about their benefits and ensure their understanding of their performance expectations.

**2 Retirement and Benefits Module**

**2a Federal Retirement Calculator**

Designed for HR Specialists, the Federal Retirement Calculator module uses a centralized database of personnel and retirement data to perform calculations for Federal retirement, Thrift Savings Plan annuity options, and Social Security benefits. An unlimited number of HR department users can serve employees using this integrated system that includes access to the following:

- Retirement Calculator:** A Retirement Benefits Calculation Engine (formerly, FRB Web) that can accurately calculate retirement benefits associated with nearly every type of Federal employment and can help Federal employees make decisions concerning their retirement benefits.
- Retirement and Separation Forms Processing:** The Forms Manager within the Retirement and Benefits Module facilitates the management and filling of electronic forms for retirement application packages and service history calculations.
- eRetirement for HR:** A retirement application tool that facilitates retirement application process with wizard-like Q&A features.
- On Line Tutorial for HR:** An on-line presentation on Federal retirement benefits and personal financial awareness for HR staff.

**2b Employee Benefits Center (EBC)**

This secure employee self-service portal provides employees a variety of information regarding their benefits and the elections they can about them. Equally important, EBC provides access to retirement and financial planning tools and calculators. It allows employees to self-service much of the traditional administrative and HR work and frees the HR staff to pursue the more strategic aspect of their mission. This module includes employee account access to:

- Personal Information:** Includes personal and benefits data from the personnel/payroll system's database that becomes the basis for an employee's record.
- Benefits Statement:** A summary that utilizes all of the information available on an employee's specific benefit enrollments, such as health benefits, life



	insurance, etc., and projected retirement annuity benefits (CSRS, CSRS Off-set, or FERS), TSP, and Social Security amounts.
<b>Retirement Planner:</b>	A retirement and financial planning calculator that both calculates and projects federal retirement benefits. Employees may calculate their own retirement estimates and obtain their Benefits Statement “on-demand.” Retirement Planner also combines federal and non-federal retirement funds (including spouses) and estimates probability of meeting the retirement goals established by the employee.
<b>Employee Benefits Forms Processing:</b>	The Forms Manager within the Employee Benefits Center facilitates the management and filling of electronic forms for retirement and benefits changes and elections.
<b>eRetirement for Employees:</b>	A retirement application wizard that facilitates retirement application process through a wizard-like Q&A format.

## **2c Retirement and Benefits Help Desk Support**

Available Monday through Friday from 9:00 AM to 6:00 PM Eastern time, except for Federal holidays. EconSys provides customer support by both phone and email to assist users, both HR users and employees, with the features and functionalities of the tools available through the Retirement and Benefits module. Additional support to cover issues relating to Federal retirement and benefits policy may be negotiated for an additional charge.

## **2d eSeminar - Financial Literacy and Retirement Planning Seminar**

Interactive online presentation promoting financial literacy and retirement planning. Designed according to adult learning principles, eSeminar provides more than 20 hours of easily navigated lessons that help employees understand Federal retirement and financial planning concepts.

## **2e Military Retirement Calculator**

Provides Active, Guard, and Reserve retirement benefit estimates. National Guard Technicians and other military reservists can increase their financial awareness through tutorials on the civilian retirement benefits as well as financial planning subjects. It also provides the means to make accurate estimates of future retirement benefits for military service.

## **3 Productivity Tools**

### **3c Case Tracking and Reports**

Allows those involved in the various HR processes to keep a complete record of the different personnel transactions, supports the flow of work to the appropriate individual or group user and allows HR Managers to monitor productivity and modify work assignments.

#### **Reports**

Reporting provides standard and ad hoc reports to meet management reporting requirements. It provides data views and report summary outputs in either a Web page format or a printed report.

## **4 Data Connectivity (Import/Export) Service**

### **4a Data Import Service**

Bi-weekly data import service whereby data from a payroll office are fed into FHR Navigator to supply the latest information regarding service and salary history. New or corrected data such as salaries, service computation dates (SCDs), and benefits elections can flow back into the personnel/payroll office's system. Individual personnel data in the central database is updated bi-weekly from the agency payroll/personnel system to populate data fields in the Retirement Calculator and/or other applications. Updated data includes current salary, salary and service history, and benefits enrollment information.

### **4b Connection to Agency Personnel/Payroll System**



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The Data Export Service facilitates the electronic exchange of data between FHR Navigator and the agency personnel/payroll system to support the execution of HR transactions and enable the generation of electronic SF 50s.

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**4c PD+ Data Import Service**

Bi-weekly data import service whereby position/organization data from a personnel/payroll system are fed into FHR Navigator to supply the latest information regarding positions and organizations. Data in the central database is updated bi-weekly from the agency payroll/personnel system to populate data fields in the PD+ Module and/or other applications.

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**4d PD+ Connection to Agency Personnel/Payroll System**

The PD+ Data Export Service facilitates the electronic exchange of data between FHR Navigator and the agency personnel/payroll system to add or update position records.

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**5 Other Tools**

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**5a EEO & Workforce Reporting**

This module provides interactive web-based reporting for HR managers, EEO specialists, and workforce planners. The application stores tables, charts, and reports (e.g., retirement eligibles, EEO data) that can be accessed at any time by users. Different views of the information can be obtained interactively.

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**5b On-Line Employee Survey**

Web-based employee surveys on employee satisfaction customized to agency requirements. Surveys include questions on Leadership, corporate culture, communications, career development, training, benefits, recognition and rewards, teamwork, working conditions as well as agency-specific items.

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**5c Federal Employee Retirement Calculator (FRB-E)**

This stand-alone, web-based Federal retirement calculator provides employees basic retirement calculations on demand without assistance from an agency's HR community. Employees may develop multiple retirement scenarios based on different assumptions and have the opportunity to review "help screens" to make informed decisions. Estimates do not include deposit or redeposit calculations.

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